



Department of Corrections  
**ADMINISTRATIVE BULLETIN**

**Subject: ATTENDANCE RECORDS**

**Number:**

**92/37**

**Date Issued:**

**October 8, 1992**

**Cancelled Effective:**

The purpose of this Administrative Bulletin is to announce the new departmental policy pertaining to attendance records.

### **ATTENDANCE RECORDS POLICY**

The Department of Personnel Administration Rules Sections 599.665 and 599.702 require departments to maintain complete and accurate time and attendance records for each employee.

All California Department of Corrections (CDC) employees are to be paid **accurately and timely**. This policy establishes a time frame for submitting attendance records to the Personnel Office in order to issue supplemental pay timely and accurately to CDC employees.

Effective with the November 1992 pay period, the Personnel Office will withhold supplemental pay, including overtime and intermittent payroll, for anyone whose attendance report has not been received by the third working day after the end of the pay period.

In addition, Personnel Transactions will notify Deputy Directors monthly of outstanding attendance reports within their division. If a division fails to comply with this policy for two consecutive months, the Chief Deputy Director will be notified.

### **AUTOMATED REPORTING SYSTEM PROCEDURES**

Effective with the November 1992 pay period, all Position and Automated Leave System (PALS) employees are required to submit **only** the new CDC Form 998-A, PALS Timekeeping Worksheet, to their immediate supervisors for approval on or before payday. The preprinted PALS CDC Form 634 will be eliminated.

Unit supervisors are responsible for the accuracy of their employees' attendance reports, and for the timely submission of these reports to the Personnel Office. After the time worked and/or usage of leave credits have been recorded on PALS by the timekeeper, timesheets are to be submitted and *received* by the Personnel Office by no later than the third working day following the close of the pay period.

### **MANUAL REPORTING SYSTEM PROCEDURES**

All employees utilizing the manual reporting system will now use the CDC Form 998-A to report time worked and/or usage of leave credits. Timesheets are to be submitted to the immediate



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- 2 -

supervisor for approval on or before payday. All timesheets are to be received by the Personnel Office no later than the third working day after the end of the pay period.

Please inform all persons concerned of the contents of this bulletin which shall remain in effect until incorporated into the appropriate section of the Department Operations Manual. Direct any inquiries regarding this bulletin to Rite Moons, Manager, Personnel/Payroll Services Section at (916) 323-3704 or CALNET 473-3704.

R. H. DENNINGER  
Chief Deputy Director